

FIRE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary duties of which include assisting superior officers in the management of one fire department function or fire station on an assigned shift, responding to emergency calls, keeping all equipment and apparatus in working condition, assuming command at the scene of an emergency in the absence of a superior officer, and assisting in the training of subordinate employees. Employees of the class of Fire Captain work with a high degree of independence, and report to an have work reviewed by the Assistant Fire Chief. This class ranks directly below the class of Assistant Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages all departmental operations for one shift. Investigates all accidents involving department equipment or personnel; determines cause; and makes recommendations on procedure to avoid future accidents.

Answers fire alarms from dispatcher, records all information, and supervises driving of fire apparatus en route to the emergency scene. Directs positioning of apparatus at the fireground.

Performs size-up of emergency scene, determines the nature and extent of the fire, the condition of buildings, danger to adjacent buildings, and source of water supplies. Maintains communications between the fire scene and other authorized personnel. Directs emergency scene operations and serves as fire safety officer until relieved by superior officer. Supervises and coordinates the activities of a group of firefighter/operators in fire scene operations, including fire attack and extinguishment, search and rescue, forcible entry, ventilation, nozzle and hose handling, salvage and overhaul, and the identification of hazardous materials. Administers emergency medical services including CPR.

Investigates the cause, origin, and circumstances of fires. Secures the fire scene to prevent removal or damage of evidence of suspected arson. Searches for, protects, reports, and preserves evidence, and maintains the chain of custody. Assists arson investigation personnel.

Supervises subordinate personnel. Inspects the appearance of assigned equipment and personnel. Issues orders and assigns work

or duty areas. Oversees and evaluates work performance of subordinates, conducts employee performance evaluations, and counsels employees who experience work problems. Resolves employee complaints and grievances. Trains subordinates in basic fire fighting by conducting training in the classroom, drills and evolutions, and provides informal "on-the-job" training.

Provides for the maintenance of and completes department records, forms, and reports, such as records of activity, inventory records, maintenance records, incident reports, and others which may be required.

Conducts required tests of and provides for the repair and maintenance of fire department apparatus and equipment. Inspects station house, buildings, and facilities to insure compliance with departmental maintenance standards.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must be a regular and permanent employee in the class of Firefighter/Operator immediately preceding filing deadline for admission to exam.

Must possess a valid driver's license.

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